Welcome to the **Employee Self Service Time Entry** Course

To start the course, click on the **Next** button below

Time Entry

This course provides you with the terms, concepts, knowledge, and skills associated with using the Employee Self Service (ESS) portal, or website.

Upon completion of this course, you should be able to:

- Log on and navigate to ESS, part of the BEACON portal
- Record and review time
- View time statements
- Display your quota overview
- Generate leave requests
- Find resources to help you work with ESS

If applicable to your job, you should also be able to:

- Assign charge object numbers to your hours
- Report premium pay hours

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Time Entry

Before You Begin

This self-paced course includes interactive elements that contribute to your knowledge acquisition. These elements can include:

. Knowledge checks
. Interactive activities

Pages with interactions include a mouse icon to identify an interaction on the page. Instructions appear next to the icon that tell you what action to take.

This course has been optimized for the Internet Explorer (IE) browser and a screen resolution of 1024 by 768. Refer to the BEACON Library for instructions on how to change your monitor settings. For the best learning experience, verify that you are viewing this course in IE 6 or above at 1024 by 768 screen resolution. Additionally, the best way to view this course is in full screen mode. Increase your browser window to full screen size if it is not already by using the F11 key on your keyboard. Press the F11 key again to return to regular view for printing or other standard functions. If your F11 key does not function this way, go to View on the IE tool bar and select Full Screen. To get back to regular view, move your mouse pointer to the top of the screen until the top of the browser window reappears and select the restore icon at the top right of the browser window.

In this section, you should learn more about these interactive elements.

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Knowledge Check

The knowledge check screen is a quick quiz that helps reinforce the key points you have just learned.

When you answer a knowledge check question, you receive immediate feedback (and the correct answer if you picked the wrong response).

Knowledge checks are not graded or scored; they serve only to provide you with a self-assessment.

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One Last Word

It is recommended that you complete the lesson in the order in which they are listed on the menu page because each module builds upon information that has been previously presented.

It is recommended that you plan on taking the training when you will have minimal interruptions and a quiet environment. Often, first thing in the morning or lunchtime are quiet times. Other learners prefer to take the training after hours. You can choose to access the training from your home PC.

You're ready to begin!

Course Lessons

The **Time Entry** course is divided into the following lessons:

Lesson 1: My Time Sheets

Lesson 2: My Time Statements

Lesson 3: My Leave Requests

Lesson 4: Frequently Asked Questions

Lesson 5: Finding Help

Optional Lessons:

Lesson 6: Assigning Charge Object numbers to Hours

For employees paid through special funds, grants, or programs.

Lesson 7: Reporting Premium Pay Hours

For employees paid at higher shift or holiday rates.

To access a specific lesson, click on its button, otherwise, click the Next button below to begin Lesson 1.
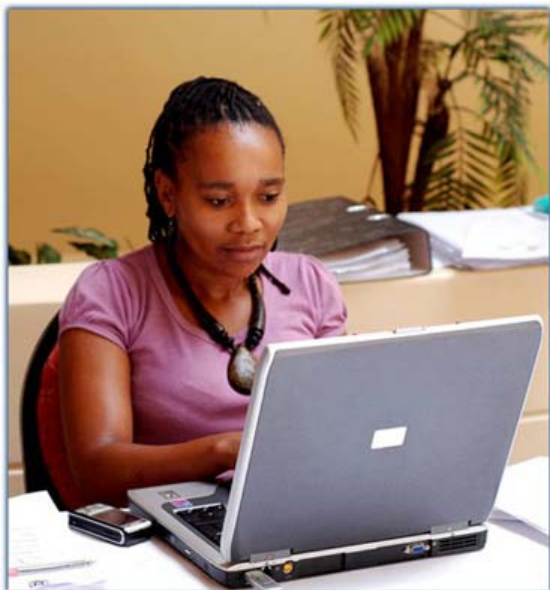
REVIEW

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Lesson 1: My Time Sheets

When you complete the My Time Sheets lesson, you should be able to:

. Log on to the BEACON portal, find Employee Self Service (ESS), and My Working Time
. Record working time
. Review, save and release your time sheet for approval

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My Time Sheets   Lesson 1

ESS is part of the BEACON Portal.

ESS is where you can perform your own
administrative tasks regarding benefits, pay,
personal data, timekeeping, and finding
employee contact information.

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Time Entry

My Time Sheets

Lesson 1

One of the features of ESS that you will use regularly is **My Working Time**.

Using this feature, you can:

. submit your time for approval
. request leave and other types of absences
. obtain time-related forms
. view your working times, absence times, bonuses, and time accounts

All employees impacted by the BEACON Program will be categorized into one of three time entry groupings.

If you are uncertain which time entry policy your agency is using, see your manager or your HR representative.

Positive time / Actual pay: This means the employee must record all hours, including hours worked and leave. Failure to record time will result in the employee not being paid.

Positive time / Exception pay: This means the employee must enter all of his time worked, as well as any absence or leave time used. The employee will continue to receive pay and accrue balances normally unless exceptions are entered into the system. Employees may record their time and absences using ESS, a paper timesheet, or an agency-specific time interface. All employees that are subject to FLSA fall into this category.

Negative time: An employee must only record variations from his normal schedule, such as leave taken.

Note for Temporary Employees: All temporary employees, regardless of what agency that employee works for will be Positive time/Actual pay. It is important to be aware that all temporary employees must enter time in order to receive payment.

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My Time Sheets   Lesson 1

How do I find "My Working Time" in ESS?

You would log onto the BEACON portal using your NCID log-on ID and password:

https://MyBeacon.nc.gov

NOTE: When you log in for the first time you will be required to validate your NCID with your Social Security Number and Date of Birth info.

The BEACON home page displays

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My Time Sheets   Lesson 1

You would then click the **My Data (ESS)** tab.

Reporting Premium Pay Hours   **Lesson 1**

The Overview page would display.

You would click the **My Working Time** tab.

And then click the **My Working Time** link.

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Time Entry

My Time Sheets

Lesson 1

My Working Time

My Time Sheets

Record Working Time
You can record your working time here.
You have recorded adequate working times for all workdays up to 09/10/2007.
Your recorded times have been approved up to 09/10/2007.

Release Working Time Data
Here you can release your working time to your manager.
There are 1 recorded times that you have not yet released.

My Leave Requests

Leave Request
Request leave and other types of absences.

Quota Overview
Display your leave balance(s).

State of North Carolina Leave Forms

Voluntary Shared Leave Application Form

Voluntary Shared Leave Donor Form

Advance Leave Form

My Time Statements

Time Statement
Display your working times, absence times, bonuses, and time accounts.

Time Statement for a Chosen Period
Display your working times, absence times, bonuses, and time accounts for a period of your choice.

Welcome to the **My Working Time** workset!

Next, the **My Working Time** page would display.

Note the **My Time Sheets** section.

In the **My Working Time** page, under the **My Time Sheets** heading, you would be able to see your time sheet **status**. This tells you your most recently recorded time and approvals and if you have time sheets that have not yet been released (submitted).

View this information regularly so that you don't fall behind in maintaining your time sheets.

My Working Time

My Time Sheets

Record Working Time

You can record your working time here.

You have recorded adequate working times for all workdays up to 09/10/2007
Your recorded times have been approved up to 09/10/2007.

Release Working Time Data

Here you can release your working time to your manager.
There are   1 recorded times that you have not yet released.
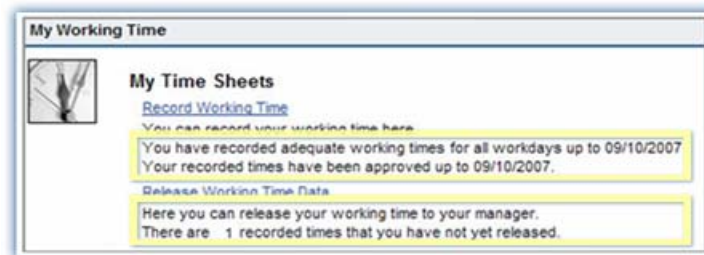
IMPORTANT NOTE:
Be sure to **enter your time** at the end of **each work week**
to help ensure that your **leave balances are current** in the system.

Time Entry

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My Time Sheets

Lesson 1

My Working Time

My Time Sheets
Record Working Time

~~You can record your w~~orking time here.
You have recorded adequate working times for all workdays up to 09/10/2007.
Your recorded times have been approved up to 09/10/2007.

When you click **Record Working Time** under the **My Time Sheets** heading, the **Record Working Time** page displays.

Record Working Time

1 Edit → 2 Review and Save → 3 Completed

Hide Calendar   Show Worklist

| September 2007 | October 2007 | November 2007 |
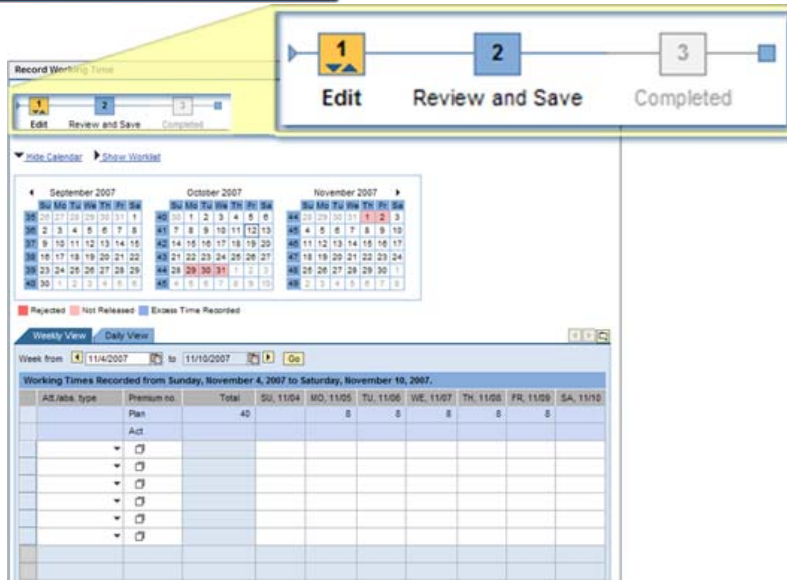
Rejected   Not Released   Excess Time Recorded

Weekly View | Daily View

Week from 11/4/2007 to 11/10/2007   Go

Working Times Recorded from Sunday, November 4, 2007 to Saturday, November 10, 2007.

Att./abs. type	Premium no.	Total	SU, 11/04	MO, 11/05	TU, 11/06	WE, 11/07	TH, 11/08	FR, 11/09	SA, 11/10
	Plan	40		8	8	8	8	8	
	Act								

This is your time sheet

The top of the **Record Working Time** page shows a progress chart, similar to others within ESS.

The small blue up and down arrows within the Edit box (below) indicate there are sub-tasks within that step.

In ESS, if you were to click the **Show Worklist** link before you enter your time, you will see a message, **Your worklist does not contain any data**.

If you do not see that message, you are an employee who regularly charges time against charge object numbers, and later, you need to complete Lesson 5 of this course which explains the procedure you need to follow.

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All about the Time Sheet   Lesson 1

To display the calendar in ESS, click **Show Calendar**. It automatically displays your time that has been identified as:

. rejected
. not released
. excess time recorded

The time displays according to the color key described on the next page.

Rejected   Not Released   Excess Time Recorded

Term:	What it means:
Rejected	It usually means that the person who approved your time reviewed it and decided not to approve it. You should contact your time approver or time administrator for clarification when time is rejected.
Not Released	Although you may have entered the time on your time sheet, you did not yet actually submit it for approval (known as releasing it).
Excess Time Recorded	You recorded time that was more than the amount of time that you are normally scheduled to work. If you need to clear the extra hours with your supervisor, do so as soon as possible, but this warning will not prevent your time from being processed in the system.

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Time Entry

All about the Time Sheet

Lesson 1

Time sheets for any week could be viewed by clicking in the calendar on the week you want to view. The time sheet would display below the calendar.

By clicking the left and right arrows, you could view time sheets for **other months**.

You would use this part of the **My Working Time** page to enter your time.

Weekly View	Daily View								

Week from ◀ 11/4/2007 🗓 to 11/10/2007 🗓 ▶ Go

Working Times Recorded from Sunday, November 4, 2007 to Saturday, November 10, 2007.

Att./abs. type	Premium no.	Total	SU, 11/04	MO, 11/05	TU, 11/06	WE, 11/07	TH, 11/08	FR, 11/09	SA, 11/10
	Plan	40		8	8	8	8	8	
	Act								
▼	🗐								
▼	🗐								
▼	🗐								
▼	🗐								
▼	🗐								
▼	🗐								

Delete Row   Save as Template   Refresh

What do the terms Att./abs. type, Premium no., Plan and Act mean? Follow the instructions on the next page to find out.

All about the Time Sheet

Time Entry

Lesson 1

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Click on each of the orange boxes below to see what the term means.

BEACON Web-Based Training

Click on the numbers below to learn more about the ESS Time Sheet.

| Weekly View | Daily View | | | | | | | | | |

Week from ◀ 11/4/2007 to 11/10/2007 ▶ Go

Working Times Recorded from Sunday, November 4, 2007 to Saturday, November 10, 2007.

	Att./abs. type	Premium no.	Total	SU, 11/04	MO, 11/05	TU, 11/06	WE, 11/07	TH, 11/08	FR, 11/09	SA, 11/10
	1	Plan	40		8	8	8	8	8	
	2	Act								
	3			4						

Delete Row | Save as Template | Refresh

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My Time Sheets   Lesson 1

Click on each of the buttons below to learn about how they work.

	Weekly View	Daily View			

Week from ◀ 10/21/2007 🔲 to 10/27/2007 🔲 ▶ Go

Working Times Recorded from Sunday, October 21, 2007 to Satur

	Att./abs. type	Premium no.	Total	SU, 10/21	M
		Plan	40		
		Act	40		
	Time Worked (... ▼	🗇	40		
	▼	🗇			
	▼	🗇			
	▼	🗇			
	▼	🗇			
	▼	🗇			
	▼	🗇			

Delete Row	Save as Template	Refresh

BEACON Web-Based Training
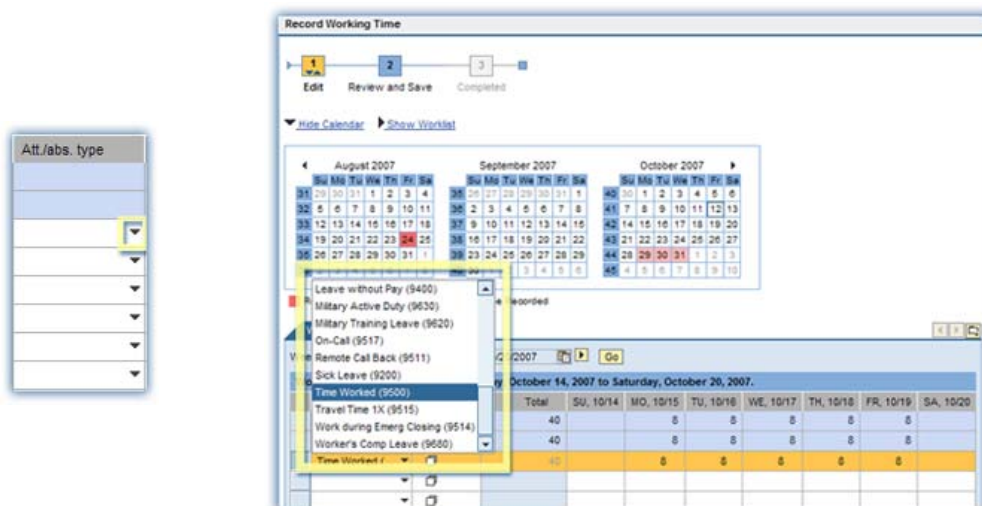
When you complete your time sheet, you must apply absence codes for the hours you work.

The next section explains what you need to know about absence codes.

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Absence Codes   Lesson 1

In ESS, when you click the down arrows in the Att/abs type column, a list of absence codes displays.
When you click a code, it is applied to the hours that you enter on that row.

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Absence Codes

Lesson 1

There are many **absence codes** that are generally self-explanatory as you can see on this list.

If you are not sure which code to use at any time, talk to your manager or time sheet approver, your HR representative, or call the BEACON Enterprise Support Team (BEST Shared Services).

When you work regular normal hours, use the **Time Worked** code.

Additional Time Worked (9510)
Administrative Leave (9540)
Adverse Weather (9545)
Adverse Weather Make-up (9512)
Approved Leave (9000)
Bereavement Leave (9580)
Callback (9516)
Civil Leave - Jury Duty (9550)
Comm. Disease Make-up (9513)
Communicable Disease (9547)
Community Service Leave (9560)
Community Srvc-Tutoring (9565)
Conversion - Comp Time (1010)
Conversion - Comp Time (1020)
Educational Leave (9570)
Holiday Leave (9300)
Leave without Pay (9400)
Military Active Duty (9630)
Military Training Leave (9620)
On-Call (9517)
Remote Call Back (9511)
Sick Leave (9200)
Time Worked (9500)
Travel Time 1X (9515)
Work during Emerg Closing (9514)
Worker's Comp Leave (9680)

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Absence Codes   **Lesson 1**

You may notice that there is no code named Vacation. You would use the **Approved Leave (9000)** code for your vacation time.

Vacation is one of the seven quotas that can be deducted from time earned using the Approved Leave (9000) code.

You are also responsible for reporting holiday time (Holiday Leave, 9300) on your time sheet.

More information about quotas and leaves is in **Lesson 3, My Leave Requests**.

Additional Time Worked (9510)
Administrative Leave (9540)
Adverse Weather (9545)
Adverse Weather Make-up (9512)
Approved Leave (9000)
Bereavement Leave (9580)
Callback (9516)
Civil Leave - Jury Duty (9550)
Comm. Disease Make-up (9513)
Communicable Disease (9547)

Note: When you take a leave, the system will automatically deduct leave balances in the following order: Holiday Compensatory Leave, Compensatory Leave, On-call Compensatory Leave, Travel Time Compensatory Leave, Vacation Leave, Bonus Leave, Advanced Vacation Leave (if approved).

A typical example of a completed time sheet might look like the one below. The employee worked a straight 40-hour week. He used the correct Attendance/Absence code: **Time Worked (9500)**.

Weekly View	Daily View									

Week from ◀ 10/21/2007 to 10/27/2007 ▶ Go

Working Times Recorded from Sunday, October 21, 2007 to Saturday, October 27, 2007.

Att./abs. type	Premium no.	Total	SU, 10/21	MO, 10/22	TU, 10/23	WE, 10/24	TH, 10/25	FR, 10/26	SA, 10/27
	Plan	40		8	8	8	8	8	
	Act	40		8	8	8	8	8	
Time Worked (... ▼		40		8	8	8	8	8	
▼									
▼									
▼									
▼									
▼									
▼									

Delete Row | Save as Template | Refresh

Sample Time Sheets   Lesson 1

Here is an example of a completed and refreshed time sheet with various leave types recorded.

Att./abs. type	Premium no.	Total	SU, 10/21	MO, 10/22	TU, 10/23	WE, 10/24	TH, 10/25	FR, 10/26	SA, 10/27
	Plan	40		8	8	8	8	8	
	Act	40		8	8	8	8	8	
Holiday Leave ...		8		8					
Approved Lea...		8			8				
Time Worked (...		4.500				4.50			
Sick Leave (92...		3.500				3.50			
Civil Leave - Ju...		8					8		
Adverse Weat...		8						8	

Weekly View | Daily View

Week from 10/21/2007 to 10/27/2007 Go

Working Times Recorded from Sunday, October 21, 2007 to Saturday, October 27, 2007.

Row 1 of 12

Delete Row | Save as Template | Refresh

Previous Step | Review | Cancel

Explanation of hours:
The employee was out on Monday because of a **holiday**. Then he took a **vacation** day (identified as Approved Leave) on Tuesday. He **worked** 4.5 hours on Wednesday and became sick in the afternoon and so took 3.5 hours of **sick leave**.

He didn't work the next day because he was called for **jury duty**.

On Friday, the State declared an **Adverse Weather** event due to a hurricane, so he reported 8 hours for that.

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Time Entry

Overtime

Lesson 1

Note: If you work **extra hours**, your hours will be automatically calculated as overtime or comp time as appropriate, and you do not have to identify them as overtime in any way on your time sheet. You simply report the hours along with any other hours you record under the **Time Worked** code.

There is no separate code for extra work hours. The system will also calculate any Premium Pay or other special pay if applicable, so do not use the Premium field to identify any overtime you have worked.

In this exercise, you will record and release (submit) your time sheet for approval.
Assume you have entered your hours and pressed Refresh to display your total
hours worked. You are in **Step 1 (Edit)**.

Weekly View	Daily View								
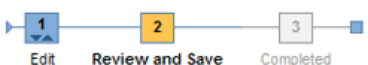
Week from ◀ 10/21/2007 🗓 to 10/27/2007 🗓 ▶ Go

Working Times Recorded from Sunday, October 21, 2007 to Saturday, October 27, 2007.

	Att./abs. type	Premium no.	Total	SU, 10/21	MO, 10/22	TU, 10/23	WE, 10/24	TH, 10/25	FR, 10/26	SA, 10/27
		Plan	40		8	8	8	8	8	
		Act	40		8	8	8	8	8	
	Time Worked (... ▼	🗗	40		8	8	8	8	8	
	▼	🗗								
	▼	🗗								
	▼	🗗								
	▼	🗗								
	▼	🗗								
	▼	🗗								

Delete Row | Save as Template | Refresh

◀ Previous Step | Review ▶ | Cancel

You are now in **Step 2, Review and Save**.
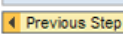
Record Working Time

| 1 Edit | 2 Review and Save | 3 Completed |

Check your entries before saving.

Recorded Working Times

Date	Att./abs. type	Premium no.	Cell content	Additional Info
10/22/2007	Time Worked		8	
10/23/2007	Time Worked		8	
10/24/2007	Time Worked		8	
10/25/2007	Time Wo...		8	
10/26/2007	Time Wo...		8	

◀ Previous Step   Save   Exit

Home | Menu | Exit   Time Entry

Recording and Releasing Your Time Sheet   Lesson 1

You are now in **Step 3 (Completed)** of the **recording** process.

You have completed the recording of your hours.

You still need to *release* (submit) your time sheet for approval.

When you release your time sheet, your manager will receive notice that your time sheet is ready for approval.

Record Working Time

| 1 | 2 | 3 | |
| Edit | Review and Save | **Completed** | |

Your data has been saved

What do you want to do next?
Record Additional Working Times
Go to My Working Time homepage
Go to Employee Self-Services homepage

Release Working Times

Overview of your newly recorded working times

Date	Att./abs. type	Premium no.	Cell content	Additional Info
10/22/2007	Time Worked		8	
10/23/2007	Time Worked		8	
10/24/2007	Time Worked		8	
10/25/2007	Time Worked		8	
10/26/2007	Time Worked		8	

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Recording and Releasing Your Time Sheet   Lesson 1

There may be times when you will only want to submit (release) part of the week for approval.

Most people will usually want to submit the entire week at once.

NOTE: If you submit your time, but wish to change it, you can make changes before the time sheet is approved. If your time sheet has been approved, you will need to contact your Time Administrator to make changes.

Release Working Time

1	2	3
Choose	Review and Save	Completed

Select the working times you want to release and choose Continue.

List of Your Unreleased Working Times

	Date	Att./abs. type	Premium no.	Cell content	Additional Info
	10/15/2007	Time Worked (9500) ▼		8	
	10/16/2007	Time Worked (9500) ▼		8	
	10/17/2007	Time Worked (9500) ▼		8	
	10/18/2007	Time Worked (9500) ▼		8	
	10/19/2007	Time Worked (9500) ▼		8	

1 of 13

Select All   Deselect All
Review →   Exit

List of Your Unreleased Working Times

	Date	Att./abs. type	Premium no.	Cell content	Additional Info
	10/15/2007	Time Worked (9500)		8	
	10/16/2007	Time Worked (9500)		8	
	10/17/2007	Time Worked (9500)		8	
	10/18/2007	Time Worked (9500)		8	
	10/19/2007	Time Worked (9500)		8	

1 of 13

Select All   Deselect All

Review ▶   Exit

The rows turn color when selected.

Home | Menu | Exit   Time Entry

Recording and Releasing Your Time Sheet   Lesson 1

Release Working Time

| 1 | — | 2 | — | 3 | — ■ |
| Choose | | Review and Save | | Completed | |

Check the selected working times and release them.

Review your hours that you are releasing and click the Save button.

List of Working Times to Be Released

Date	Att./abs. type	Premium no.	Cell content	Additional Info
10/15/2007	Time Worked (9500)		8	
10/16/2007	Time Worked (9500)		8	
10/17/2007	Time Worked (9500)		8	
10/18/2007	Time Worked (9500)		8	
10/19/2007	Time Worked (9500)		8	

◀ Previous Step   Save   Exit

Home | Menu | Exit   Time Entry

Recording and Releasing Your Time sheet   **Lesson 1**

Release Working Time

| 1 | 2 | 3 | |
| Choose | Review and Save | **Completed** | |

ℹ **You have successfully released your working times**

What do you want to do next?
Release Additional Working Times
Go to My Working Time homepage
Go to Employee Self-Services homepage

List of Released Working Times				
Date	Att./abs. type	Premium no.	Cell content	Additional Info
10/15/2007	Time Worked (9500)		8	
10/16/2007	Time Worked (9500)		8	
10/17/2007	Time Worked (9500)		8	
10/18/2007	Time Worked (9500)		8	
10/19/2007	Time Worked (9500)		8	

You are now in **Step 3, Completed**, and you have completed the process of **releasing** your time sheet.

You would now have the option of releasing additional working time if you needed to, going elsewhere in ESS, or logging off and closing your windows.

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Time Entry

Recording and Releasing Your Time sheet

Lesson 1

In the last example, there were no errors on the employee's timesheet. This may not always be the case. After entering and reviewing your hours, the system displays any **warnings and errors** that may affect your timesheet processing.

⚠ Yellow warning messages are **informational only** and will not stop your time from being saved or released.

🛑 Red messages indicate **critical errors** that must be fixed before your time can be saved.

Recording and Releasing Your Time sheet   **Lesson 1**

In this **example**, the employee's planned hours are Monday-Friday, eight hours per day. The employee actually worked ten hours on Monday, eight hours on Tuesday, eleven hours on Wednesday, and took two days of leave on Thursday and Friday.

However, instead of entering the Att./abs. type for her leave as Approved Leave, she **accidentally entered Holiday Leave**. After entering her time and clicking the Review button, these warning and error messages displayed.

The system highlights the **critical errors in red**. In this case, the employee did not have enough holiday leave hours to use on Friday, 5/23. This error must be fixed before her time can be saved.

Record Working Time

1 Edit	2 Review and Save	3 Completed

❗ Not enough quota 40 for attendance/absence 9300 on 05/23/2008 for personnel no. 00586844

❗ Erroneous records exist. Navigation is not possible

▶ Show Calendar   ▶ Show Worklist

Weekly View | **Daily View**

Week from ◀ 5/18/2008 to 5/24/2008 ▶ Go

Working Times Recorded from Sunday, May 18, 2008 to Saturday, May 24, 2008.

Att./abs. type	Premium no.	Total	SU, 05/18	MO, 05/19	TU, 05/20	WE, 05/21	TH, 05/22	FR, 05/23	SA,
	Plan	40		8	8	8	8	8	
	Act	45		10	8	11	8	8	
Time Worked f... ▼				10	8	11			
Holiday Leave ... ▼		16					8	8	

After **correcting the Att./abs. type** and clicking the review button, the error messages are gone but these **warning messages** display.

Remember, **warning messages are informational** only. In this case, the system is warning the employee that the hours entered on Monday and Wednesday exceed her planned working hours.

The employee could now change the hours if entered in error or save her timesheet if correctly recorded.

Home | My Data (ESS)

Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

Record Working Time

1 Edit — 2 Review and Save — 3 Completed

⚠ 05/21/2008: Number of hours recorded 11.00 exceeds target hours 8.00

⚠ 05/19/2008: Number of hours recorded 10.00 exceeds target hours 8.00

Check your entries before saving.

Recorded Working Times

Date	Att./abs. type	Premium no.	Cell content	Additional Info
05/19/2008	Time Worked		10	05/19/2008: Number of hours recorded 10.00 exceeds target hours 8.00
05/20/2008	Time Worked		8	
05/21/2008	Time Worked		11	05/21/2008: Number of hours recorded 11.00 exceeds target hours 8.00
05/22/2008	Approved Leave		8	
05/23/2008	Approved Leave		8	

◀ Previous Step | Save | Exit

Employees should now update and release their time at the end of every week.

Some people prefer to record their hours every day instead of once a week.

Another way to release hours is by going to the **My Working Time** home page and clicking the **Release Working Time Data** link.

My Working Time

My Time Sheets

Record Working Time
You can record your working time here.
You have recorded adequate working times for all workdays up to 09/11/2007.
Your recorded times have been approved up to 09/11/2007.

Release Working Time Data

Here you can release your working time to your manager.

Home | Menu | Exit   Time Entry

Recording and Releasing Your Time Sheet   **Lesson 1**

The **My Time Sheets** area on the **My Working Time** home page also gives you a status of your time sheets.

It will tell you if you have a time sheet to release or if it has already been released.

My Working Time

My Time Sheets
Record Working Time
You can record your working time here.
You have recorded adequate working times for all workdays up to 09/11/2007.
Your recorded times have been approved up to 09/11/2007.
Release Working Time Data
here you can release your working time to your manager.

Sample status message:

Release Working Time Data
You have released all your recorded times.

Home | Menu | Exit

Time Entry

Premium Pay

Lesson 1

The Time Management Settings that are listed on the Time Statement as Position Settings determine an employee's eligibility for Shift Premium pay. The work schedule is used to determine the employee's regular work schedule. For example, an employee who is eligible and on a shift other than a day shift, would earn premium pay for all hours recorded on that day.

Premium codes are the exception and allow employees to reflect work that should be paid at the shift rate, based on the agency's rules.

For more information, see **Lesson 7, Reporting Premium Pay Hours** , consult the State Personnel Manual available online at http://www.osp.state.nc.us/manuals, and consult your agency HR department.

Home | Menu | Exit   Time Entry

My Time Sheets   Lesson 1

Note: When you have finished using ESS, you should always log off or close your windows.

Generally, which absence/attendance code would you
use for normal working hours?

Knowledge Check   Lesson 1

There are two main tasks in processing a time sheet that an employee must complete when using the My Working Time feature in ESS.

The two main tasks are (choose one):

You have completed the **My Time Sheets** lesson. You should now be able to:

. Log on to the BEACON portal, find Employee Self Service (ESS), and My Working Time.
. Record working time
. Review, save, and release your time sheet for approval

Click **Next** to go to **Lesson 2, My Time Statements**.
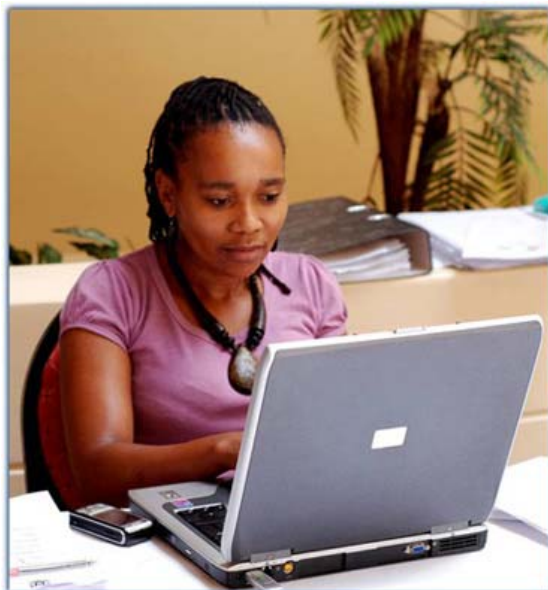
Home | Menu | Exit   Time Entry

Lesson 2: My Time Statements

When you complete the My Time Statements lesson, you should be able to:

. Go to the My Time Statements section of ESS
. View time statements
. View time statements for a chosen period

To access Time Statements, you would log in to ESS,
click the **My Working Time** tab and then the **My Working Time** link.

The Time Statement page would display.

The time statement provides a summary of your time in a specified period.

You could view information about your working hours, absence times, and time accounts.

NOTE: If you are viewing previous time statements, please note that the leave quotas are always current. They system will not display actual quotas from past periods.

Home | Menu | Exit

Time Entry

My Time Statements

Lesson 2

Display More Time Statements

◀ Previous Time Statement | Next Time Statement ▶ | Exit

To display time statements from other time periods, you would click the Previous Time Statement and Next Time Statement arrows at the top of the time statement page.

True or False

In the Time Statement area of ESS (Employee Self Service), you can view such information as your working hours, absence times, and time accounts.

You have completed the **My Time Statements** lesson.

You should now be able to:

. Go to the My Time Statements section of ESS
. View time statements
. View time statements for a chosen period

Click **Next** to go to **Lesson 3, My Leave Requests**.

Home | Menu | Exit   Time Entry

Lesson 3: My Leave Requests
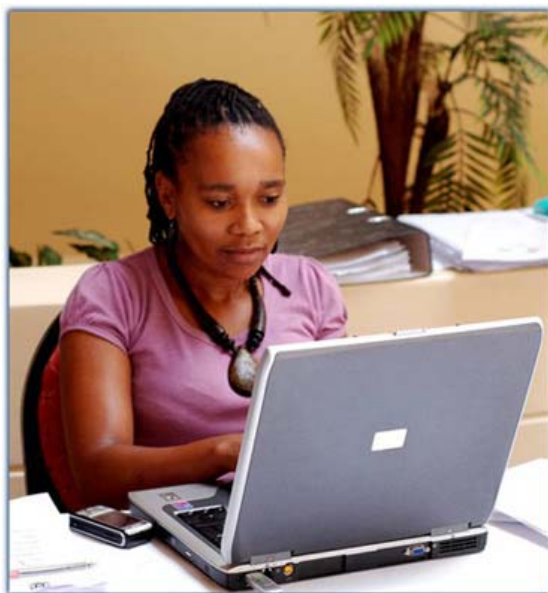
When you complete the My Leave Requests lesson, you should be able to:

. Go to the My Leave Requests section of ESS
. Display your quota overview
. Generate leave requests
. Find and print State of North Carolina Leave forms

Home | Menu | Exit   Time Entry

My Leave Requests   Lesson 3

To access My Leave Requests, you would log in to ESS,
click the **My Working Time** tab and then the **My Working Time** link.

Home | Menu | Exit   Time Entry

Quota Overview   Lesson 3
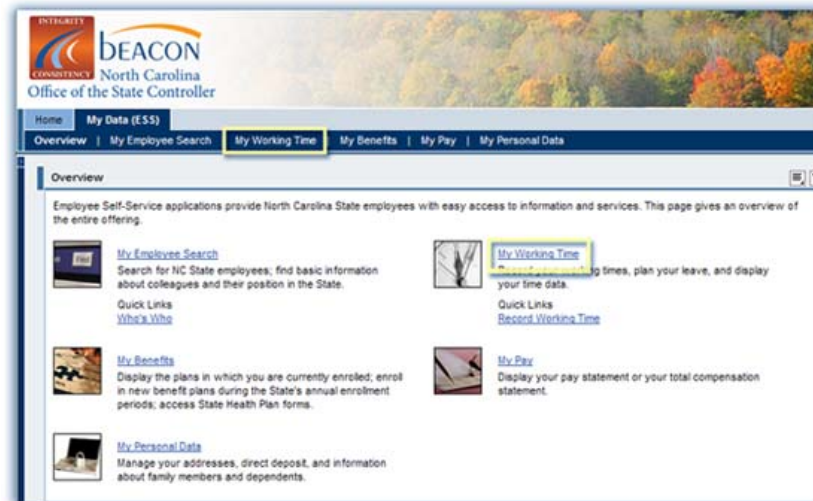
The **My Working Time** page would display.

To see how much leave time that you have available, you would click **Quota Overview** in the **My Leave Requests** section.
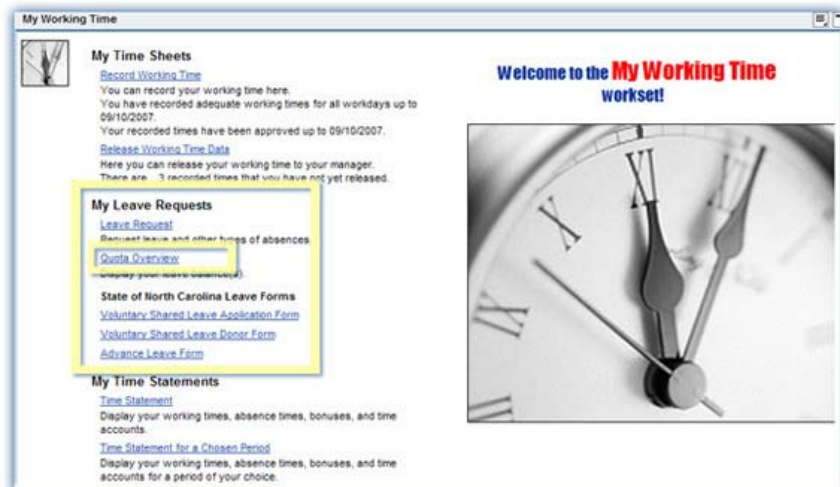
The **Quota Overview** page would display and show what leave time you are entitled to and the number of hours of leave time you have remaining.

Quota Overview

Entitlement Type: [All Types ▼]   [Display]

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave			95.96 Hours	95.96 Hours
Sick Leave			96.00 Hours	88.00 Hours
Holiday Comp Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Travel Compensatory Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Holiday Leave			8.00 Hours	8.00 Hours
Bonus Leave	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Community Service Leave			744.00 Hours	744.00 Hours

Entitlement: number of hours accrued by the employee

Remainder: current balance available

NOTES:
This employee has used 8 hours sick leave but has not taken any vacation leave.
Contact your Time Administrator to reconcile balances for past dates.

To narrow the display to a specific leave type, you would click the down arrow to select the **Entitlement Type** from the drop-down list and click the **Display** button.

Note: The Leave **balances** are not deducted during the Leave Request process. The deductions are made after the absence is entered on the time sheet, approved, and fully processed.

Quota Overview

Entitlement Type: [All Types ▼]   [Display]

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave			93.96 Hours	93.96 Hours
Sick Leave			96.00 Hours	88.00 Hours
Holiday Comp Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Travel Compensatory Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Holiday Leave			8.00 Hours	8.00 Hours
Bonus Leave	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Community Service Leave			744.00 Hours	744.00 Hours

True or False

The moment you submit a Leave Request, the leave is deducted from your quota and is reflected in your Quota Overview page.

Home | Menu | Exit

Time Entry

My Leave Requests

Lesson 3

You have learned how to display a **Quota Overview**.

Next, you will learn about the **Leave Request** form and how to request a leave, such as vacation time.

If you have earned some types of **compensatory leave**, the compensatory time will be used first, before Vacation Leave.

When you take leave, the system will **automatically deduct** from your leave quota in the following **order**:
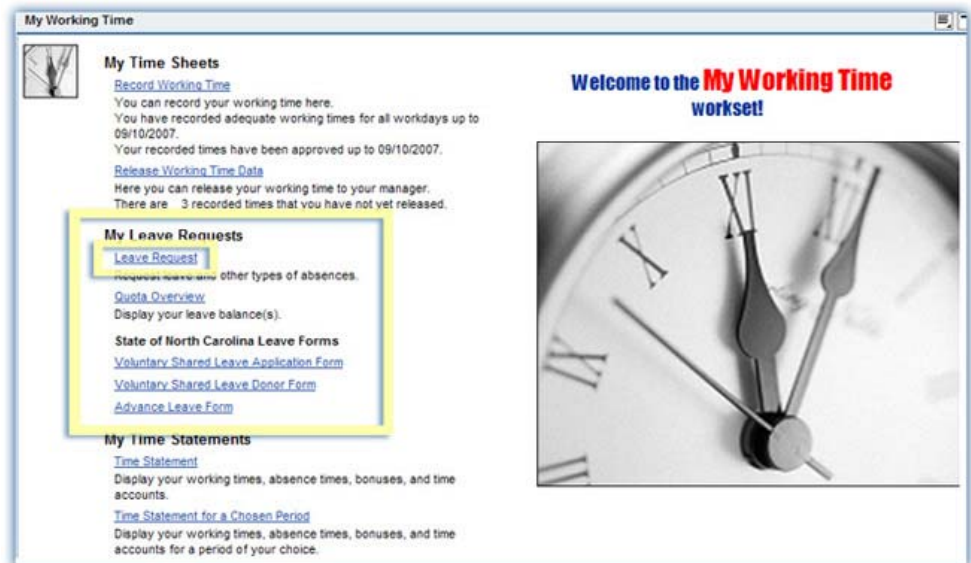
- Holiday Compensatory Leave
- Compensatory Leave
- On-call Compensatory Leave
- Travel Time Compensatory Leave
- Vacation Leave
- Bonus Leave
- Advanced Vacation Leave (if approved)

Home | Menu | Exit

Time Entry

My Leave Request

Lesson 3

To request a leave:

Go to the **My Working Time** home page.

In the **My Leave Requests** section, you would click **Leave Request**.

My Working Time

My Time Sheets

Record Working Time
You can record your working time here.
You have recorded adequate working times for all workdays up to 09/10/2007.
Your recorded times have been approved up to 09/10/2007.

Release Working Time Data
Here you can release your working time to your manager.
There are 3 recorded times that you have not yet released.

My Leave Requests

Leave Request
Request leave and other types of absences.

Quota Overview
Display your leave balance(s).

State of North Carolina Leave Forms

Voluntary Shared Leave Application Form

Voluntary Shared Leave Donor Form

Advance Leave Form

My Time Statements

Time Statement
Display your working times, absence times, bonuses, and time accounts.

Time Statement for a Chosen Period
Display your working times, absence times, bonuses, and time accounts for a period of your choice.

Welcome to the My Working Time workset!

Exploring the Leave Request screen   **Lesson 3**

The **Leave Request** page would display, showing a leave request section as well as links to calendars and other information.

Leave Request

1 **Display and Edit** — 2 **Review and Send** — 3 Completed

▶ Show Team Calendar   ▶ Show Calendar   ▶ Show Time Accounts   ▶ Show Overview of Leave

To request or report leave, enter the required data and choose Review.

Type of Leave: Approved Leave   ▼

Date: 10/22/2007 📅   To   10/26/2007 📅

Duration: 0 Hours

Approver: 📋

Note for Approver: ▲
                                                     ▼

◄ Previous Step   Review ▶   Cancel

Home | Menu | Exit   Time Entry

Exploring the Leave Request screen   Lesson 3

In ESS, when you click **Show Team Calendar**, the **Team Calendar** displays.

It displays your team members' scheduled absences and pending leave requests.

Home | Menu | Exit

Time Entry

Exploring the Leave Request screen

Lesson 3

This calendar highlights, in deep pink, pink, and blue, your time that has been
identified as rejected, not released, and as excess time recorded.

Leave Request

When you click
Show Calendar,
a regular calendar
displays.

| 1 | 2 | 3 |
| Display and Edit | Review and Send | Completed |

► Show Team Calendar   ► Show Calendar   ► Show Time Accounts   ► Show Overview of Leave

To request or report leave, enter the required data and choose Review.

Type of Leave: Approved Leave
                  Administrative Leave   5/2007

October 2007

	Su	Mo	Tu	We	Th	Fr	Sa
40	30	1	2	3	4	5	6
41	7	8	9	10	11	12	13
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10

November 2007

	Su	Mo	Tu	We	Th	Fr	Sa
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1
49	2	3	4	5	6	7	8

December 2007

	Su	Mo	Tu	We	Th	Fr	Sa
48	25	26	27	28	29	30	1
49	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29
1	30	31	1	2	3	4	5

Home | Menu | Exit   Time Entry

Exploring the Leave Request screen   **Lesson 3**

When you click **Show Time Accounts**, a report of your available and remaining leave hours displays.

It displays the same information as that in your **Quota Overview**.

Leave Request

| 1 | 2 | 3 |
| Display and Edit | Review and Send | Completed |

▶ Show Team Calendar   ▶ Show Calendar   ▶ Show Time Accounts   ▶ Show Overview of Leave

To request or report leave, enter the required data and choose Review.

Type of Leave: Approved Leave
                Administrative Leave
Date: Adverse Weather

▶ Show Team Calendar   ▶ Show Calendar   ▼ Hide Time Accounts   ▶ Show Overview of Leave

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave			93.96 Hours	93.96 Hours
Sick Leave			96.00 Hours	96.00 Hours
Holiday Comp Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Travel Compensatory Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Holiday Leave			8.00 Hours	8.00 Hours
Bonus Leave	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours
Community Service Leave			744.00 Hours	744.00 Hours

To request or report leave, enter the required data and choose Review.

Type of Leave: Approved Leave
Date: 10/15/2007   To   10/15/2007

Home | Menu | Exit   Time Entry

Exploring the Leave Request screen   Lesson 3

In ESS, when you click **Show Overview of Leave**, a report of the leave requests that you have submitted displays.

The status of your leave request is displayed as Sent, Approved, or Rejected.

In the **Used** column, the number of hours that you **requested as leave** is displayed.

Leave Request

1	2	3
Display and Edit	Review and Send	Completed

▶ Show Team Calendar   ▶ Show Calendar   ▶ Show Time Accounts   ▶ Show Overview of Leave

To request or report leave, enter the required data and choose Review.

Type of Leave: Approved Leave
                  Administrative Leave   5/2007
Date:

▶ Show Team Calendar   ▶ Show Calendar   ▶ Show Time Accounts   ▼ Hide Overview of Leave

Leave Since: 1/1/2007   [Display]

Type of Leave	From	To	Status	Used
Approved Leave	11/5/2007	11/5/2007	Sent	4 Hours
Sick Leave	10/15/2007	10/15/2007	Sent	8 Hours
Approved Leave	10/5/2007	10/5/2007	Sent	2 Hours
Approved Leave	10/3/2007	10/3/2007	Sent	8 Hours
Time Worked	10/1/2007	10/1/2007	Sent	

Row 1 of 8

To request or report leave, enter the required data and choose Review.

Home	Menu	Exit	Time Entry

Submitting a Leave Request   **Lesson 3**
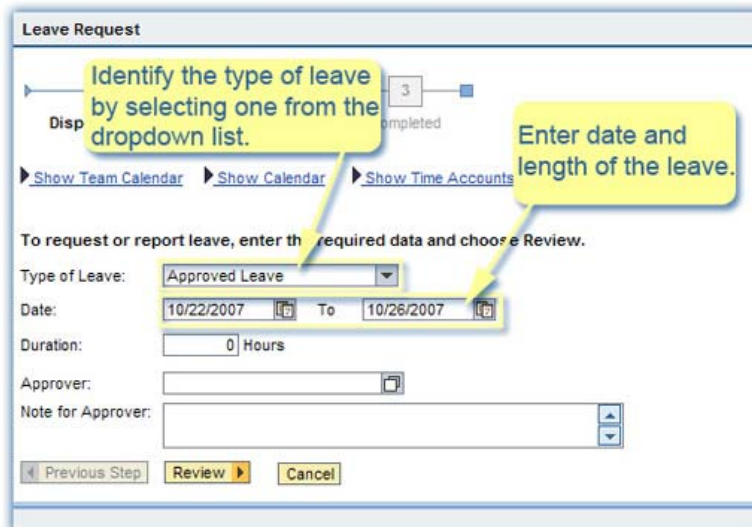
To submit a request, you complete the **Leave Request** form.
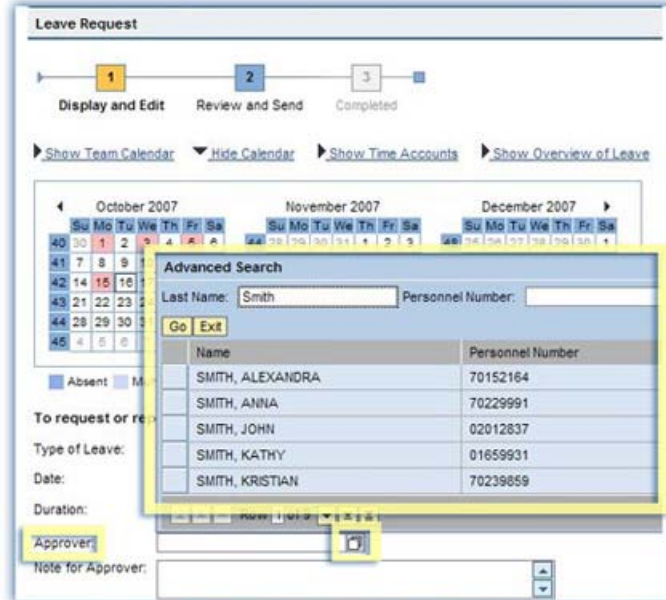
To submit a leave request, you would click the icon in the Approver box, and an **Advanced Search** page displays. Enter the **last name of your time approver** (such as your supervisor or manager), and select your approver's name from the list. The name displays in the Approver box.

You can enter any comments you may have for the approver as well.

Click **Review** to go to the next step.

Note: Select the approver's name from the list, do not type your approver's name in the box.

Leave Request

1	2	3
Display and Edit	Review and Send	Completed

▶ Show Team Calendar   ▼ Hide Calendar   ▶ Show Time Accounts   ▶ Show Overview of Leave

October 2007	November 2007	December 2007

Advanced Search

Last Name: Smith   Personnel Number:

Go Exit

Name	Personnel Number
SMITH, ALEXANDRA	70152164
SMITH, ANNA	70229991
SMITH, JOHN	02012837
SMITH, KATHY	01659931
SMITH, KRISTIAN	70239859

Type of Leave:

Date:

Duration:

Approver:

Note for Approver:

You would review the request and then click the **Send** button.

Leave Request

[1] Display and Edit — [2] Review and Send — [3] Completed

You want to request the following leave:

Type of Leave: Approved Leave

Date: on Thursday, October 18, 2007

Duration: 8 Hours

Used: Vacation Leave: 8.00 Hours

Approver: JOHNSON, FRED

To send the leave request to the next processor, choose Send. You

[◄ Previous Step] [Send] [Cancel]

A confirmation page displays indicating that your leave request was sent for approval.

Leave Request

1 Display and Edit　2 Review and Send　**3 Completed**

ℹ The leave request has been sent.

What do you want to do next?
Request Another Absence
Go to My Working Time homepage
Go to Employee Self-Services homepage

You have requested the following leave:

Type of Leave: Approved Leave
Date: on Thursday, October 18, 2007
Duration: 8 Hours
Used: Vacation Leave: 8.00 Hours
Approver: JOHNSON, FRED

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Home | Menu | Exit   Time Entry

Overview of Leave   Lesson 3

Leave Request

1	2	3
Display and Edit	Review and Send	Completed

▸ Show Team Calendar   ▸ Show Calendar   ▸ Show Time Accounts   ▸ Show Overview of Leave

To request or report leave, enter the required data and choose Review.

Later, you can check to see if your request was approved or rejected by clicking the **Show Overview of Leave** and viewing the status.

Remember, the **Used** column in the Overview of Leave lists not what you actually used, but what you requested to use.

▸ Show Team Calendar   ▸ Show Calendar   ▸ Show Time Accounts   ▾ Hide Overview of Leave

Leave Since: 1/1/2007 [📅] [Display]

	Type of Leave	From	To	Status	Used
	Approved Leave	11/5/2007	11/5/2007	Sent	4 Hours
	Sick Leave	10/15/2007	10/15/2007	Sent	8 Hours
	Approved Leave	10/5/2007	10/5/2007	Sent	2 Hours
	Approved Leave	10/3/2007	10/3/2007	Sent	8 Hours
	Time Worked	10/1/2007	10/1/2007	Sent	

Row 1 of 8

To request or report leave, enter the required data and choose Review.

Home | Menu | Exit   Time Entry

My Leave Requests   Lesson 3

Quota Overview

Quota Overview

Entitlement Type:	All Types		On Key Date	10/16/2007		Display
Time Account	Deductible from	Deductible to	Entitlement	Remainder	
Vacation Leave			93.96 Hours	93.96 Hours	
Sick Leave			96.00 Hours	96.00 Hours	
Holiday Comp Time	2/1/2007	12/31/2007	0.00 Hours	0.00 Hours	

To clarify:

. Your **Quota Overview**, accessible from the **My Working Time** home page, tells you your leave **entitlement**.

. Your **Overview of Leave**, accessible from the **Leave Request form**, tells you whether your request was **approved or rejected**.

Note: If you click **Show Time Accounts** on your **Leave Request form**, the same eligibility information that is in your **Quota Overview** will display.

Overview of Leave

▶ Show Team Calendar   ▶ Show Calendar   ▶ Show Time Accounts   ▼ Hide Overview of Leave

Leave Since: 1/1/2007   Display

	Type of Leave	From	To	Status	Used
	Approved Leave	11/5/2007	11/5/2007	Sent	4 Hours
	Sick Leave	10/15/2007	10/15/2007	Sent	8 Hours
	Approved Leave	10/5/2007	10/5/2007	Sent	2 Hours
	Approved Leave	10/3/2007	10/3/2007	Sent	8 Hours

Row 1 of 8

Home | Menu | Exit   Time Entry

Accessing Leave Forms   Lesson 3

Next, you'll learn about accessing
leave forms.

The leave forms are located under the
**State of North Carolina Leave
Forms** heading on the **My Working
Time** home page.

You would click the link to the form
that you need, and it would display.

You can then click the **printer icon** to print it or click the **disk icon** to save it to your computer.

Knowledge Check   **Lesson 3**

Which link of the four below would you click on the Leave Request form, to see if your Leave Request was approved?

Leave Request

1	2	3
Display and Edit	Review and Send	Completed
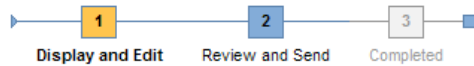
▶ Show Team Calendar   ▶ Show Calendar   ▶ Show Time Accounts   ▶ Show Overview of Leave

You have completed the **My Leave Requests** lesson.

You should now be able to:

- Go to the My Leave Requests section of ESS
- Display your quota overview
- Generate leave requests
- Find and print State of North Carolina Leave forms

Click **Next** to go to Lesson 4, **Frequently Asked Questions**.
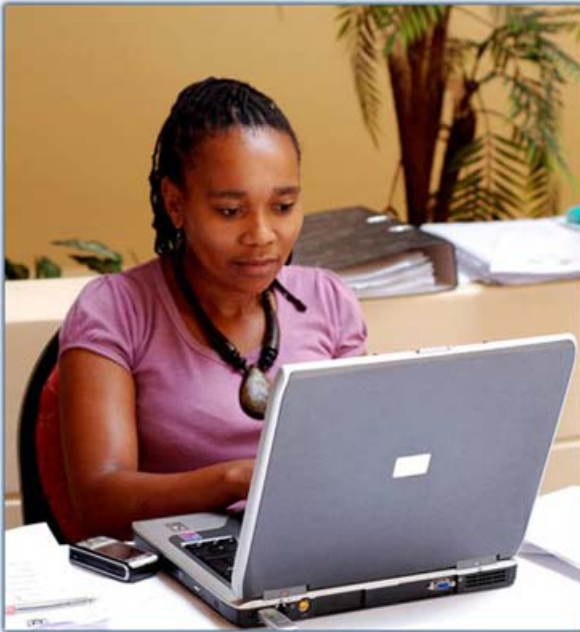
Frequently Asked Questions

This lesson provides answers to common time questions asked by State employees in both BEACON training classrooms and transition centers.

Click on any topics of interest in the menu that follows.

Frequently Asked Questions
Click on a question button to see the full Question and Answer.
Scroll down, if necessary, to view all questions or to click Next after reviewing all relevant FAQ's.

General Questions	Special Circumstances
Leave Buckets and Vacation	Working Extra Hours on Premium-Eligible Shift
Time Worked vs. Additional Time Worked	On-Call Twice in One Night
PTO Sick Leave	"Critical Employee" Working During Emergency Closure
Comp Time and Monthly Time Accrual	Using Remote Call Back Code
Converting Extra Vacation	Holidays on a 4 Day, 10 Hour per Day Schedule
Adverse Weather Leave	
Community Service Leave and Extra Hours Worked	
Working on a Holiday and Holiday Leave	
Correcting Time After an Error	

<<BACK   NEXT>>

Frequently Asked Questions

Leave Buckets and Vacation

Does my sick leave, voluntary shared leave, and advanced sick leave revert to vacation when unused?

Each bucket, i.e., sick leave, voluntary shared leave, and advanced sick leave, is handled a little differently:

- Unused sick leave never reverts to vacation leave. Unused sick leave can be held by employees until they separate from State employment. After that, it remains available for five years if the employee returns to State service.
- For Voluntary Shared Leave (VSL), up to 40 hours can remain in the sick leave bucket, while the rest of the VSL is returned to the donors.
- Advanced Sick Leave expires at the end of the calendar year.

Frequently Asked Questions

Time Worked vs. Additional Time Worked

What is the difference between time worked (9500) and additional time worked (9510)?

The Additional Time Worked (9510) code is to be used by Physicians and Physician Assistants only. It is used to designate additional pay for extra hours worked as defined in their positions.

REVIEW

Click the Back button to return to FAQ's.

<<BACK

Frequently Asked Questions

PTO sick leave

I noticed that there is PTO sick leave and regular sick leave. Which should I use?

The PTO sick leave is only used by the NC Education Lottery Department.

REVIEW

Click the Back button to return to FAQ's.

<<BACK

Frequently Asked Questions

Comp Time and Monthly Time Accrual

Does comp time taken apply to my monthly time accrual?

For example, let's say I'm set to meet my 50% minimum for leave accrual on the 11th work day of the month.

If I work 10 days and use comp on the 11th day, does the comp day count towards accrual?

Yes, it does.

Any entry of time for that 11th day in pay status will cause that day to count as a day towards the 50% minimum for leave accrual.

Frequently Asked Questions

Converting Extra Vacation

I have a lot of vacation leave built up.

Will BEACON automatically convert my vacation leave in excess of 240 hours into sick leave at the end of the year?

Yes, BEACON will convert this time at the end of each year.

REVIEW

Click the Back button to return to FAQ's.

<<BACK

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Home | Menu | Exit

Time Entry

FAQ

Lesson 4

Frequently Asked Questions

Adverse Weather Leave

Do we still have a year to make up an adverse weather leave before it starts pulling from our leave quotas?

After the adverse weather event, any additional hours worked in excess of your work schedule will be applied to the leave hours, until the liability is satisfied.

If no additional hours are worked in the year following the event, you will be required to use leave (9000 code) or be docked for the liability.

REVIEW

Click the Back button to return to FAQ's.

<<BACK

Frequently Asked Questions
Community Service Leave and Extra Hours Worked

? I am scheduled to work 40 hours a week Monday through Friday, but worked 44 hours through Thursday already this week. If I take a Community Service (CSL) Leave day on Friday, how will this affect my potential comp time earned and leave balances?

A Any CSL leave taken will be offset by additional hours worked. This means that any extra hours worked in the same pay period as Approved leave, Sick Leave, and Community Service Leave will be re-credited to these leave balances before being counted as comp time (or overtime for employees who are paid overtime).

The following chart illustrates how this works behind the scenes in the system. You will record your Time Worked (9500) and Community Service leave taken (9560) as follows and the system will total and count the hours and leave as shown in the last two lines. These final balances should display after the system has reconciled the totals.

Normal Work Week	M	T	W	Th	F	Total
Expected Hours	8	8	8	8	8	
Time Worked (9500)	10	10	12	12	0	44
Community Service Leave (9560)					8	8
Total Hours =						52
Extra Hours Over 40 =						12
Offset Hours applied back to your Community Service Leave Quota =						8
Comp Time Earned =						4

REVIEW

Click the Back button to return to FAQ's.

<<BACK

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North Carolina
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Home | Menu | Exit

Time Entry

FAQ

Lesson 4

Frequently Asked Questions
Working on a Holiday and Holiday Leave

I recently worked on a holiday and took another day off later in the week. I recorded my day off as 9300 Holiday Leave. Is this correct? I also heard that I could take Holiday Leave before or after the actual holiday. Please explain the holiday rules and how that works.

Yes, you can take holiday leave 30 days before or 30 days after a holiday. If you work on a holiday and later take a day off to make up for a holiday you missed, generally you would use 9000 Approved Leave for the day off. There is an exception explained below if your work schedule is outside the general 8-hour per day, 5 day per week time frame.

This is how it works for Positive Time employees:

- Use 9300 Holiday Leave if you take the leave within 30 days before the actual holiday or on the holiday itself.

- If you do not work on a holiday that falls outside of your normal workdays, use 9300 Holiday Leave if you later take off 8 hours within 30 days.

- If you work on a holiday that falls within your normal work schedule, use 9000 Approved Leave if you later take off 8 hours within 30 days.

If you work on a holiday and do not take Holiday Leave within 30 days after the holiday, the leave expires. You may ask your agency Time Administrator to create holiday comp time. If you do not use this comp time or it is not offset, it is paid out 365 days after the holiday.

Note to Negative Time Employees: You do not need to enter Holiday Leave if you take the regular holiday off. The system will assume that you are taking the holiday and will enter the time for you. If you work on the holiday, enter 8 hours Time Worked for that day on your timesheet. Then use 9000 Approved Leave if you take another 8 hours off within 30 days. The system will deduct the 8 hours from this holiday "credit" first rather than your accrued vacation time.

REVIEW

Click the Back button to return to FAQ's.

<<BACK

Frequently Asked Questions

Correcting Time After an Error

I entered my time this week and realized that I made an error. Can I change my time?

You can make changes to your time if it has not yet been approved by your supervisor. After that, your time can only be changed by an agency Time Administrator.

REVIEW

Click the Back button to return to FAQ's.

<<BACK

Frequently Asked Questions

Working Extra Hours on Premium-Eligible Shift

I work a night shift, for which I am premium-eligible. This week, I worked an extra hour on my shift. How do I record this?

In this case, your extra hour would be premium eligible, as well.

Enter the extra hour on a separate row using the correct A/A code. This marks the extra hour as premium eligible.

Remember that your position must be designated by your agency HR staff as Premium Shift Pay eligible before you can enter Premium Shift Pay hours.

REVIEW

Click the Back button to return to FAQ's.

<<BACK

Frequently Asked Questions

On-Call Twice in One Night

When on-call, I am frequently called back more than once in the same night. Should I enter separate entries for each time I am called back?

Yes.

You should make a separate time entry for each time you are called back.

Remember that your position must be designated by your agency HR staff as On-Call eligible before you can enter On-Call hours.

Frequently Asked Questions

"Critical Employee" Working During Emergency Closure

I am a designated "Critical Employee" who worked last week during an emergency closure. How should I code this time?

Use Attendance Type 9514, Work during Emerg Closing, to record the time worked.

You can find more information about this situation in the "Adverse Weather and Emergency Closing" policy.

Remember that your position must be designated by your agency HR staff as Critical Employee eligible before you can enter Work during Emerg Closing hours.

Frequently Asked Questions

Using Remote Call Back Code

When should I use the Remote Call Back (9511) code?

Use the Remote Call Back code when you are able to complete your called task without returning to the office or facility.

Remote Call Back hours recorded counts in your overtime calculation but does not count towards the minimum time required each month to receive the overtime.

Remember that your position must be designated by your agency HR staff as Remote Call Back eligible before you can enter Remote Call Back hours.

Frequently Asked Questions

Holidays on a 4 Day, 10 Hour per Day Schedule

I work a 4 x 10 schedule every week. I recently took a day off on a holiday that fell on one of my regular work days. How do I code this?

Each state-recognized holiday is designated for 8 hours. If you normally work 10 hours on a day that falls on a holiday, you would code 8 hours as holiday using code 9300 for Holiday Leave. The additional 2 hours are your responsibility to make up.

For example, you could work an additional 2 hours on another day in the week or you could show 2 hours of Approved Leave on that Holiday using code 9000.
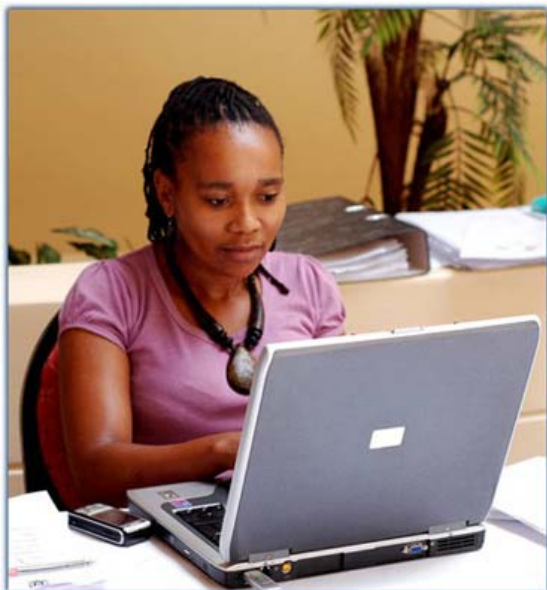
You have completed the **Frequently Asked Questions** lesson.

This lesson provided answers to common time questions asked by State employees in both BEACON training classrooms and transition centers.

Please click **Next** to go on to **Lesson 5, Finding Help**.

Home | Menu | Exit   Time Entry

Lesson 5: Finding Help

When you complete the brief **Finding Help** lesson, you should be able to:

- Find the resources to help you when you have questions about ESS.

Home | Menu | Exit   Time Entry

Finding Help   Lesson 5

For **Time Entry** questions, feel
free to ask your **Time
Administrator** for assistance.

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Home | Menu | Exit   Time Entry

Finding Help   **Lesson 5**

There is a **Time Entry Quick Reference Guide** that you can print.

It includes:

. Attendance/Absence Types
. Minutes/Decimals Conversion for Time Entry

Click for larger image to view or print.
Then close form window to return to course.
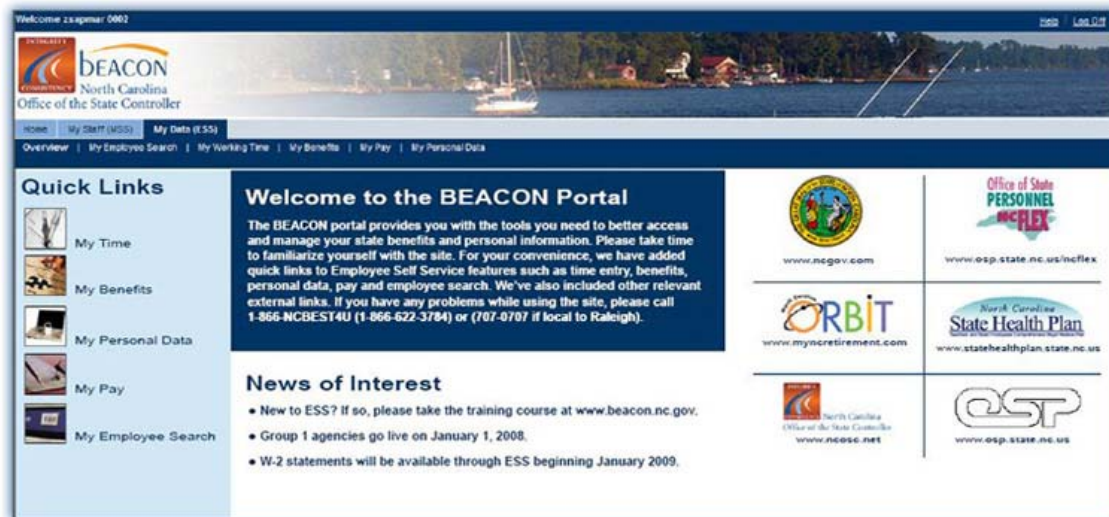
There are a variety of resources to help you to use the Employee Self Service (ESS) features of the BEACON portal.

If you need help using Employee Self Service (ESS) in BEACON, feel free to use these resources:

For general ESS questions and questions about **benefits and pay**, contact your local agency HR benefits representative.

For questions about the **how to use ESS**, contact **BEST** * Shared Services:

- 🟧 Phone, Raleigh Area: 919-707-0707
- 🟧 Phone, Statewide: 866-NCBEST4U (866-622-3784)
- 🟧 E-mail: best@ncosc.net

Also:

- 🟧 BEACON University http://www.beacon.nc.gov (Click "Training.") **Job Aids**: http://help.mybeacon.nc.gov/beaconhelp
- 🟧 **Employee Self Service (ESS) Guide** includes Time Entry section. This is a PDF document that allows you to print sections as well as the complete guide: http://www.beacon.nc.gov/training/library/ES200JobAid.pdf
- 🟧 **Leave Administration Quick Reference Guide:**
  http://help.mybeacon.nc.gov/beaconhelp/Human_Resources/Time/Job_%20Aids/pdf_Leave_Admin_Guide%20QRC_082108.pdf

Tip: Print this page so that you have the information easily available should you ever need it.

*BEST stands for BEACON Enterprise Support Team

You have completed the **Finding Help** lesson.

You should now be able to:

. Find the resources to help you when you have questions about time entry and ESS.

Please click **Next**.

Additional Lessons

There are **two** remaining lessons, but they do not apply to all employees.

The additional lessons below are for employees who use charge objects when reporting their time or for those who are eligible to report premium pay hours. If the lesson applies to your job, click the lesson title to begin the lesson.

Lesson 6: Assigning Charge Object numbers to Hours

This course is for those employees who are paid through special funds, grants, or programs and use Charge Object numbers in their timekeeping. If you are not sure if you are one of those employees, talk to your time administrator or simply go through the brief lesson.
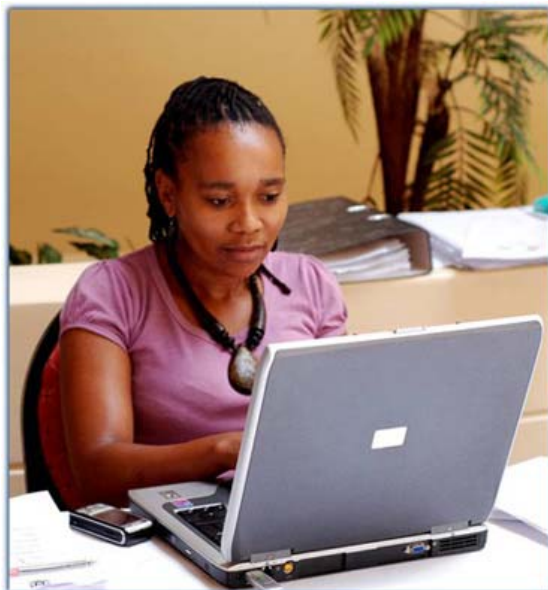
Lesson 7: Reporting Premium Pay Hours

This course is for those employees who are eligible for premium pay such as employees who work night shifts or holidays. If you are not sure if you are one of those employees, talk to your time administrator, check your Time Statement in ESS, or simply go through the brief lesson.

If you do not assign charge objects or report premium pay, click the Complete the Course button below.

Complete the Course

Home | Menu | Exit

Time Entry

Lesson 6: Assign Charge Object Numbers to Hours

When you complete the **Assign Charge Object Numbers to Hours** lesson, you should be able to:

- Apply charge object numbers to time that you entered in your time sheet.

Home | Menu | Exit

Time Entry
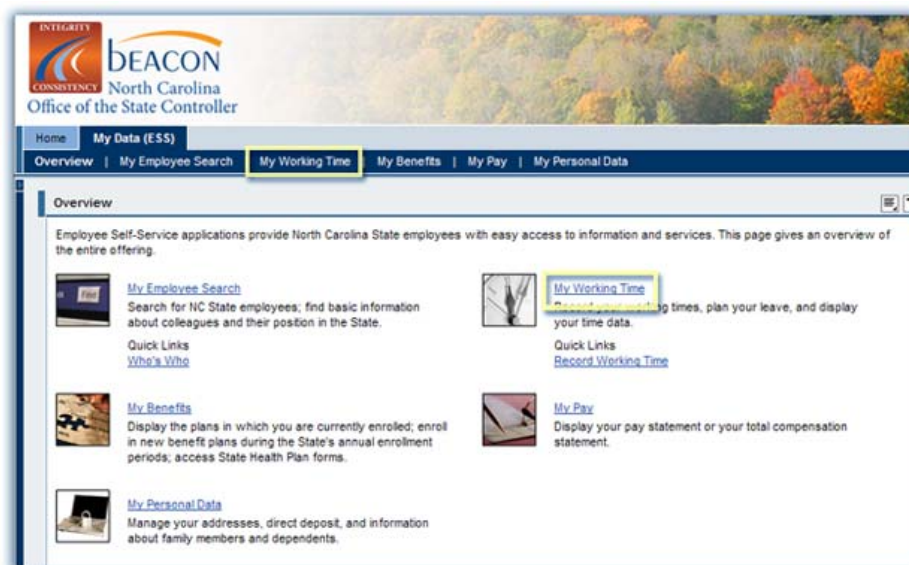
Assign Charge Object Numbers to Hours

Lesson 6

To go to the **Record Working Time** screen, you would log in to ESS, click the **My Working Time** tab and then the **My Working Time** link.

At this screen, you would click **Show Worklist**.

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Time Entry

Assign Charge Object Numbers to Hours

Lesson 6

The Worklist would display.

If no Worklist displays for you, or if there is no data in the Worklist for you, then you do not use charge object numbers.

Assign Charge Object Numbers to Hours   **Lesson 6**

If you *do* use charge object numbers:

In the Worklist, you would find the **Charge Object** number that you want to charge your hours to and **click inside its row** to highlight it. The row will turn color as shown below.

Then click the **Copy Rows** button.

Worklist					
Rec. Order	Charge Object	Charge Obj Desc		Activity Abbr	Activity Description
	99900001	DOJ Overhead		99800001	DOJ Administrative

Copy Rows

Note: Talk to your time administrator if there are multiple numbers, and you are not sure which number to use.

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Assign Charge Object Numbers to Hours   **Lesson 6**

Then you would highlight the first empty row in your time sheet.

When you click **Copy Rows**, the charge object numbers would automatically display in your time sheet.

Time Entry

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Assign Charge Object Numbers to Hours

Lesson 6

Next, you would enter your hours on the **same line** as the charge object numbers
and click the **Refresh** button at the bottom of the time sheet page.

Home | Menu | Exit

Time Entry

Assign Charge Object Numbers to Hours

Lesson 6

When you have applied the appropriate charge object number and entered your hours, you would click the **Review** button.

Assign Charge Object Numbers to Hours   **Lesson 6**

The **Review and Save** button displays.

You would review your hours and click **Save**.

Record Working Time

1 Edit —— 2 Review and Save —— 3 Completed

Check your entries before saving.

Recorded Working Times

Date	Att./abs. type	Premium no.	Cell content	Additional Info
10/22/2007	Time Worked		8	
10/23/2007	Time Worked		8	
10/24/2007	Time Worked		8	
10/25/2007	Time Worked		8	
10/26/2007	Time Worked		8	

◀ Previous Step   Save   Exit

Record Working Time

1 Edit	2 Review and Save	3 Completed	

The **Completed** page would display.

You have completed the task of assigning charge object numbers to your hours.

After entering your hours, release your hours using the Release Working Times process described in Lesson 1.

What do you want to do next?
Record Additional Working Times
Go to My Working Time homepage
Go to Employee Self-Services homepage
Release Working Times

BEACON Web-Based Training
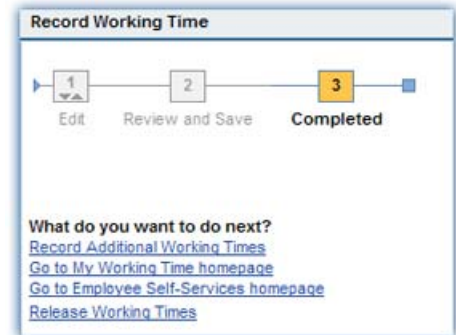
True or False:

You should manually type charge object numbers in your time sheet.

Congratulations!

You have completed the **Assigning Charge Numbers to Hours** lesson.

You should now be able to:

- Assign charge object numbers to time that you enter in your time sheet

Please click **Next** to continue.

You now have a choice.

There is **one** remaining lesson, but it does not apply to all employees.

Read the description below, and if the lesson applies to you, click the lesson title to read the lesson.

Lesson 7: Reporting Premium Pay Hours

This course is for those employees who are eligible for **premium pay** such as employees who work night shifts or holidays. If you are not sure if you are one of those employees, talk to your time administrator, check your Time Statement in ESS, or simply go through the brief lesson.

If you do not report premium pay hours, click the Complete the Course button below.

Complete the Course

Home | Menu | Exit

Time Entry

Lesson 7: Reporting Premium Pay Hours

When you complete the **Reporting Premium Pay Hours** lesson, you should be able to:

- Assign premium pay numbers to hours in your time sheet.

Premium Pay

Premium pay is pay authorized by the State for eligible employees.

Premium pay is predetermined and is based on a variety of factors, including an employee's assigned work schedule.

Most employees already know if they are eligible for premium pay.

If you are not sure, you can ask your time administrator.

Time Entry

Lesson 7

You can find out yourself if you are eligible for premium pay by reviewing your Time Statement: In ESS, go to **My Work Time** and then click **My Time Statement**.

At the end of your Time statement, under the heading **Position Data**, you can see if your normal work schedule makes you eligible for premium pay.

Absence Entitlements

Description	Beg. Balance	Accrued	Used	Paid	Expired	Offset	End Balance
Vacation Leave	0.00	7.83	0.00	0.00	0.00	0.00	0.00
Sick Leave	0.00	8.00	0.00	0.00	0.00	0.00	0.00
Holiday leave	0.00	8.00	0.00	0.00	0.00	0.00	0.00

Leave Liabilities

Description	Beg. Liability	Increased	Recovered	Ending Liability

Position Data

Description	Eligibility	Payout Period	Rate
Overtime Compensation	Y	090	
Holiday Payout Period		365	50 %
Night Shift Premium	Y		10 %
Evening Shift Premium	Y		10 %
Weekend Shift Premium	Y		5 %
On-Call	N		
Call Back	N		
Extended Duty Eligibility	N		

If you are eligible for premium pay, you **normally do not need to use the premium numbers**. Premium pay is automatically calculated for you.

However, if you are eligible for premium pay, and **you work time other than your regularly scheduled hours, you do need to assign premium numbers to those hours worked**.

Premium codes may be used when you have worked something other than your normal work schedule and have not been properly substituted to a premium-eligible shift.

There are 3 codes: **1 = Night, 2 = Evening** and **6 = Stop Premium.**

If you are eligible for shift premiums and you designate code 01 or 02, you'll receive premium pay at the designated rate. See your Time Statement for rate information.

For example:

If you are normally assigned to a night shift and one day you were in for a daytime training class, you would enter 6 to suppress the shift premium for that day.

Home | Menu | Exit   Time Entry

Reporting Premium Pay Hours   Lesson 7

To assign premium numbers, you would go to your time sheet:

In ESS, on the **Overview** page, see **My Working Time** and **Quick Links**.

Then, click **Record Working Time**.

My Working Time
Record your working times, plan your leave, and display your time data.

Quick Links
Record Working Time

Home | Menu | Exit   Time Entry

The **Record Working Time** page (your time sheet) would display.

In the Premium no. column of your time sheet, notice the document icons.

Weekly View	Daily View									

Week from ◄ 10/7/2007 🗐 to 10/13/2007 🗐 ► Go

Working Times Recorded from Sunday, October 7, 2007 to Saturday, October 13, 2007.

	Send. CCtr	Att./abs. type	Premium no.	Total	SU, 10/07	MO, 10/08	TU, 10/09	WE, 10/10	TH, 10/11	FR, 10/12	SA, 10/13
			Plan	40		8	8	8	8	8	
			Act								
	⬜		⬜								
	⬜		⬜								
	⬜		⬜								
	⬜		⬜								
	⬜		⬜								
	⬜		⬜								

Delete Row | Save as Template | Refresh

◄ Previous Step | Review ► | Cancel

When you click one of those document icons, an **Advanced Search** window would display.

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Reporting Premium Pay Hours   **Lesson 7**

Advanced Search

| Premium no.: | | Premium ID: | | Premium text: | |
| Amount: | | Currency: | | Number/Unit: | |

[Go] [xit]

Premium no.	Premium ID	Premium text	Amount	Currency	Number/Unit

Row 0 of 0

If you were to click the **Go** button on the **Advanced
Search** screen that displays, a list of the available
premium numbers would display, similar to the ones
shown below.

Advanced Search

| Premium no.: | | Premium ID: | | Premium text: |
| Amount: | | Currency: | | Number/Unit: |

[Go] [Exit]

Premium no.	Premium ID	Premium text	Amount	Currency	Number/Unit
01	0000	Night Premium	0.00	USD	
02	0000	Evening Premium	0.00	USD	
06	0000	Stop Premium	0.00	USD	

Row 2 of 6

In ESS, when you click **inside the row of the appropriate premium number** as shown above, it automatically displays in your **time sheet**, as illustrated to the right.

True or False:

It is necessary for all employees to enter a premium number for all night, evening, and weekend shifts.

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Time Entry

Reporting Premium Pay Hours

Lesson 7

Congratulations!

You have completed the **Reporting Premium Pay Hours** lesson.

You should be able to assign premium pay numbers to hours in your time sheet.

If Lesson 6, described below, applies to you, and you have not yet completed it, click the lesson **title** (below) to continue.

This course is for those employees who use charge object numbers in their timekeeping. If you are not sure if you are one of those employees, talk to your time administrator or simply go through the brief lesson.

If the subject of these lesson does not apply to you, then click **Next.**

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Time Entry

Course Summary

You have completed the **Time Entry** course.

You should have learned how to:

- Log on and navigate to ESS, part of the BEACON portal
- Record and review time
- View time statements
- Display your quota overview
- Generate leave requests
- Find resources to help you work with ESS

If applicable to your job, you should have also learned how to:

- Assign charge object numbers to your hours
- Report premium pay hours

Simulations

Use the following simulations to practice using ESS to monitor your Leave Quotas and record your Working Time. Click the link below to access and launch the simulations in a new window. When you have finished the simulations, close the browser window to return to this screen.

Go to the ESS and MSS folder in **BEACON Help at http://help.mybeacon.nc.gov/beaconhelp/TOC4.html**

Then click on the following as illustrated on the screen on the right:

- ESS - Time - Quota Overview
- ESS - Time - Record Working Time
- Select **Demonstration** to watch a series of entries or select **Interactive** to practice entering information

Note: The Resite Simulation Player is required to view the supplemental simulations. If you cannot view the simulations, you can download the player directly by clicking the link below. You may need assistance from your IT support group to install the file.

Resite Simulation Player

Home

Search

Group by:
Functional Area

ESS and MSS : By Functional Area

- ESS Demonstration
- Logging On to the BEACON Employee Portal
- ESS - My Benefits
- ESS - My Pay
- ESS - My Personal Data
- ESS - My Time and Leave
  - Complete Advance Leave Form
  - Display Available Leave
  - Display Time Statement For A Chosen Period
  - Display Time Statement
    - ESS - Time - Quota Overview
    - ESS - Time - Record Working Time
  - Record Working Time
  - Release Working Time
  - Submit Leave Request
  - Voluntary Shared Leave Application Form
  - Voluntary Shared Leave Donor Form
- JAWS Accessible Instructions
- MSS

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Congratulations!

You have completed the **Employee Self Service Time Entry** Course.